



City of Westbrook
Downtown Façade Improvement Program
Application

1. Name of Applicant: _____

2. Please check one: Property Owner Tenant

3. Business Name (if applicable): _____

4. Property Address: _____

5. Mailing Address (if different from above): _____

6. Daytime Phone: _____ 7. Email: _____

8. Required documentation:

a. Provide a brief written description of each proposed activity, accompanied by materials to be used. (For example: (1) Paint entire street facade with 3 colors, a base wall color, a trim color and an accent color (2) Remove existing internally illuminated sign and replace with a new sign.) Attach additional sheets as necessary. Note: All projects must comply with Code and Village Review requirements. **Facade grant award letter will not be issued until you have contacted the Department of Planning and Code Enforcement to determine if your project requires permits.**

b. Attach a current color photo of where each proposed activity will take place.

c. Attach design sketch(es) showing what the project(s) will look like when finished. Depending on the project(s) this could include an elevation view of the facades, a site plan showing alterations or other graphics of the proposed work.

d. Business tenants will attach a copy of their signed lease. Property owners will attach a copy of proof of ownership (deed).

e. Provide three estimates, per project, from qualified insured contractors clearly indicating the cost breakdown for labor and materials.

f. Be sure your contractor(s) provide(s) specific details in their estimates so the scope of work and cost is evident. (See program Overview document).

g. If your preferences are NOT the lowest bidder(s), provide documentation (email, letter) explaining your rationale for why each is the most responsive and responsible choice.

9. Total Estimated Cost of Improvements: _____

10. Total Grant Amount Requested, based on 1:1 dollar match up to 15,000 maximum:

11. *I have read and understand the attached Program Overview. I understand that this is a matching grant program and that the money is granted on a reimbursement basis, following completion of work. I also understand that improvements not pre-approved by the Westbrook Economic Development Department will not be funded.*

Applicant's Signature

Date

12. Property Owner's Acknowledgement (if Applicant is a Tenant)

I am the Property Owner of the above address. I have been informed of the Applicant's intention to perform the improvements described in the attached documentation, and I hereby approve the proposed improvements.

Property Owner's Signature

Date

13. Property Owner's Contact Information (if different from Applicant)

Full Name: _____ Daytime Phone: _____

Address: _____

Email: _____

Please submit your completed application to Economic Development Specialist, Nancy Litrocapas, via email at nlitrocapas@westbrook.me.us, snail mail or bring to:

City of Westbrook
Attn: Nancy Litrocapas, Department of Economic Development
2 York Street
Westbrook, Maine 04092

Facade Improvement Grant applications are accepted on a rolling basis until current funds are exhausted. Applicants will be notified of a decision within two weeks of receipt of application.

We look forward to serving your business!